**JOB DESCRIPTION**

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| **Job Title:** | Co-ordinator of Instrumental Music | **Department:** | Music |
| **Hours of Work:** | Full-Time |
| **Responsible To:** | Director of Music (DOM) | **Responsible For:** | N/A |

A Co-ordinator of Instrumental Music is required for September 2019, or January 2020. You will be an exceptional pianist and accompanist, responsible for all accompanying in the department. There will also be the opportunity to teach classroom music from KS3-K5.

The Co-ordinator of Instrumental Music will prepare and accompany students’ GCSE & A Level performances, as well as playing for Trinity Guildhall & ABRSM examinations. You will play a significant role in preparing students for formal and informal performances in recitals, concerts, and major school events.

You will also teach a small timetable of curriculum music throughout the school up to Oxbridge entrance standard. You will be an outstanding, and practicing, musician with excellent subject knowledge and experience, and the enthusiasm and creativity to engage all our students in this important aspect of the life of the school.

It is expected you will contribute to the busy calendar of the department outside and beyond the curriculum.

Depending on experience you may be required to manage the team of Visiting Music Teachers (VMTs).

**Specific Responsibilities:**

**Accompanying**

1. Piano accompaniment – rehearsals, exams (GCSE, A Level, ABRSM, Trinity), recitals, and concerts
2. Liaise with VMTs and academic staff in monitoring student progress
3. Assistance in curriculum lessons – performance, composition, aural work
4. Running individual and group aural sessions
5. Working with the Music Scholars in further developing their performance skills
6. Playing piano/organ for whole school masses
7. Assisting with Liturgical Music, and involvement by arrangement with House Masses and Boarding Masses

**Academic/Curriculum**

1. Teach a reduced timetable through KS3-5
2. To help further raise the profile of music as an academic subject

**Extra-Curricular**

1. Leading ensembles and choirs as required, including arranging music where needed, and participating fully in concerts and extra-curricular music activities. This will require commitment to ensembles which rehearse at lunchtimes, after school, evening and during occasional weekends
2. Assisting with concerts, recitals, informal performances and performance classes for exam groups
3. Assisting the Director of Music at concerts and in the organisation of stage management

**General Duties for all Music Staff:**

1. Teaching music to classes within the curriculum
2. Monitoring and reporting on girls’ progress to the Director of Music and Parents
3. Encouraging all girls to strive for excellence in relation to their individual abilities
4. Leading extra-curricular ensembles as required
5. Playing piano for assemblies and School services as required
6. Becoming involved in the general life of the boarding School community
7. Working as a member of a large and cohesive departmental team
8. Developing and fostering own initiatives and ideas for the Department in consultation with the Director of Music

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Skilled accompanist.
* Well qualified graduate with a degree in Music.
* Use effective strategies to monitor motivation and progress.
* Provide feedback in relation to progress and achievement.
* Have high expectations for all pupils providing clear structures for lessons maintaining pace, motivation and challenge.
* Liaise with the Director of Music and the rest of the music team, to support achievement and progress of pupils.
* The ability to nurture and develop musical talent with pupils.
* Good understanding of the use of IT with music.
 | * Masters Level or equivalent in accompanying
* Experience of teaching up to and supporting Oxbridge applications.
* A second instrument
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| **Personal Behaviours** |  |
| * Communication Skills – the ability to communicate effectively with a range of staff, pupils and parents.
* Ability to build and maintain strong working relationships.
* Dynamic and creative with the ability to challenge and offer new ideas.
* Team player working well with staff across the School.
* The ability to anticipate and solve problems.
* Confidence to make decisions within the wider context of the School.
* Flexibility to work the hours of the Music department in a boarding school.
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| **Ethos and Whole School Values** |  |
| * Able to operate at the heart of the school community.
* Committed to the Sacred Heart Values.
* Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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